



FAQs

The Grandparent Caregiver Program: What You Need to Know

The Grandparent Caregiver Program (GCP) helps low-income District residents who are raising their grandchildren, great-grandchildren, great-nieces, or great-nephews. Those who qualify may get money every month to help care for children living with them. These Frequently Asked Questions (FAQs) outline some key practice requirements of the program.



Do I need legal custody to qualify for the program?

You are not required to have legal custody of the child, but you must prove that you are the child's primary caregiver. There are two ways you can do this:

The first way is to provide one of the following documents:

- A court order, signed by a judge, granting you custody of the child; or
- A court order, signed by a judge, granting you standby guardianship of the child, pursuant to D.C. Code § 16-4801–4810; or
- A decree, signed by a judge, stating that you have adopted the child.

Or, if none of the above exist, then you can complete the checklist contained on the [application form](#) which indicates why the parents are unable to care for the child(ren), and also provide one of the following alternative pieces of evidence to confirm for us your caregiver status with the child:

- Records showing that the applicant enrolled the child in school during the most recent school year or that the applicant is the primary educational contact for the child; or
- Immunizations or medical records, no more than two years old, indicating that the applicant is tending to the child's medical needs; or
- Proof that the applicant has been receiving SSI or TANF for the child; or
- A notarized letter from any legal, medical, military, law enforcement, social service or other similar professional, or the applicant's landlord describing the applicant's status in caring for the child.

I've adopted my grandchildren, am I still eligible?

Yes, as long as you are not receiving an adoption subsidy. Please provide us with a copy of your adoption decree.

The child's parent lives in my home. Am I still eligible?

You remain eligible under certain circumstances. The parent may continue to reside in your home if you have a court order granting you standby guardianship of the children, or if the parent is a minor (under 21 years old) who is enrolled in school or has a medically verifiable disability that prevents him or her from caring for the child. Please provide us with documentation to establish these.

I'm the child's aunt, not the grandparent, am I still eligible?

You are not eligible for the GCP, but you may qualify under the Close Relative Caregiver Program. You will be required to prove your relationship to the child. Please see the [Close Relative Caregiver Program Frequently Asked Questions](#) for further information.

How do I prove that I am the child's grandparent?

You prove this in your application through legal documents, birth certificates, paternity acknowledgements, child support agreements, certified DNA test results, or court reports. For example, if you are the child's paternal grandparent (a parent of the child's father) you can provide a letter from the child's father acknowledging he is the father and his birth certificate showing you are his parent.

Why do I need a criminal background check?

ALL adults (anyone 18 or over) in the house must comply with a local criminal history check and a federal background check. This is a program requirement and helps to ensure a suitable environment, including the health, safety, and welfare for the children in the household being considered for a subsidy. You are not automatically disqualified because you or someone in your home has a criminal record. CFSA reviews every case individually and takes into account the entire situation; this includes how long ago the conviction occurred, the type of conviction, and the circumstances surrounding it.

We conduct the criminal background checks at our offices. The adults in your home must schedule an appointment to come to our offices for fingerprinting. There is no cost to you for fingerprinting.

What is the Child Protection Register Check and why do I need it?

The child protection register is our database of those persons responsible for the abuse or neglect of a child. The law requires that all adults in the house (everyone 18 and older) complete a child protection register check so we can ensure the safety of the children in households receiving the subsidy. You are not automatically disqualified if you are listed in the registry. All cases are reviewed on an individual basis.

Included with your application packet is a Child Protection Register form. Each adult living in the house must complete and sign his or her own form and have it notarized or witnessed by a member of CFSA's staff. We will be happy to witness your signature when you come for fingerprinting.

I've been told I cannot get TANF for the children because I get SSI. Am I still eligible?

Yes. It is important to note that you only must APPLY for TANF. If TANF denies you because you currently receive SSI, you may still be eligible for the GCP. In the event you are denied for TANF, proof of that denial will need to be submitted with your application to the GCP.

I'd like to go over my application with someone before I submit it. Can someone review it for me?

Yes. We would be happy to go over your application to make sure it is complete. In order to facilitate this, please call (202)442-6009.

Will I continue to get TANF or SSI if I am awarded this subsidy?

Yes, this money comes in addition to the benefits you already receive. The amount of a subsidy you receive from the GCP is based on how much TANF or SSI you already receive from the government for the child.

How long does the application process take?

Applicants who have submitted all necessary documentation on average can complete the intake process within 45 days. However, there are times when documentation may be difficult to locate and submit, when this occurs it can delay the intake process up to 45 days.

What happens after I am approved?

After you are approved, we will make arrangements for you to review and sign a subsidy agreement. Once you sign the subsidy agreement your case will become active and you will get a debit card. The subsidy is NOT retroactive to the date you first submitted your application.

Is there a waiting list for the program?

The GCP throughout the year may or may not have a waiting list. For more information please contact us at the phone or email address listed below.

Can I have the subsidy directly deposited into my bank account?

No. You will be issued a debit card where funds are automatically deposited each month.

Will you inform the child's parents that I am receiving this subsidy?

No. Your application and involvement in this program is confidential. Your personal information may only be released at your request.

What kind of things can I pay for with this subsidy?

You can use the money you receive from this program ONLY on items and activities that benefit the child. They are listed in the subsidy agreement, and include things like: groceries, school clothes, summer camp, a portion of your rent or utilities, etc. The money cannot be used to the benefit of either of the child's birth parents.

If you have questions about **grandparent subsidies**, send an email to cfsa.gcp@dc.gov or call (202) 442-6009

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Application for Grandparent Caregivers Program (GCP) Subsidy

Instructions

1. This application must be completed and signed by the person who is applying for a subsidy under the Grandparent Caregivers Program (GCP). CFSA staff is available to help those who need assistance to complete the form.
2. When this application uses the term “child(ren)”, it means the child or children on whose behalf the applicant is applying for the subsidy.
3. Provide proof of relationship with the child by one of the following:
 - Birth certificate(s) or decree of adoption
 - Court determination of paternity
 - [Acknowledgement of Paternity \(AOP\)](#)
 - Child Support Agreement or Court Order
 - Proof that parents were married at time of child’s conception or birth
 - Marriage certificate, proof of common law marriage, or domestic partnership
 - Divorce decree
 - DNA test results
4. Include proof that you are the child’s primary caregiver by one of the following:
 - A court order, signed by a judge, granting you custody of the child; or
 - A court order, signed by a judge, granting you standby guardianship of the child, pursuant to D.C. Code §§ 16-4801–4810; or
 - A decree, signed by a judge, stating that you have adopted the child.

If you do not have any of the above documents, you may still qualify by providing one of the following:

- Records showing that you enrolled the child in school the most recent school year or that you are the primary educational contact for the child; or
 - Immunizations or medical records, no more than two years old, indicating that you are tending to the child’s medical needs; or
 - Proof that you have received either SSI or TANF for the child;
- or
- A letter from any legal, medical, military, law enforcement, social service or similar professional, or your landlord describing your status in caring for the child.

AND

- Completing the checklist on page two of the application, stating why the parents are unable to care for the child(ren).
5. CFSA will send you a dedicated web link that will enable you to upload the application and required attachments.

6. All adults (anyone 18 years or older) residing in your home must complete the clearance process which includes three checks: an FBI check, a local police clearance and a Child Protection Register Check. We conduct the entire clearance process at the CFSA office. **The adults in your home must each schedule an appointment to come to our office for fingerprinting. You can make this appointment by calling us at (202) 442-6009.** There is no cost to you for fingerprinting.
7. Included with your email is a “Child Protection Register Check” form. This form must be completed by each adult living in the home and is used to determine if the applicant has been accused of child abuse or neglect. The applicant must sign the form, either by hand or by electronic signature.
8. **You can upload the application and all documents using the dedicated link provided to you in the email from CFSA or you may mail them to:**

DC Child and Family Services Agency
Grandparent Caregivers Program
200 I Street, SE
Washington, DC 20003
9. For further instructions on submitting documents and/or technical assistance, please call (202) 442-6009.

NOTE: If you submit an incomplete application package you will receive a letter listing what information is missing. Failure to complete your application within 30 days of the date of that letter may result in your application being closed.

For more information about the Grandparent Caregivers Program, please review the [Frequently Asked Questions \(FAQ\)](#) or call 442-6009 and ask for the Grandparent Caregivers Program staff.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Application for Grandparent Caregivers Program (GCP) Subsidy

I. Applicant - Provide the following information about yourself (the person applying for the subsidy).

Name (first, middle, last)					
Street Address (apartment #)				Ward	
City, State, Zip					
Email address					
Home Phone		Work Phone		Cell Phone	
Date of Birth		Social Security Number		Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
I am the child's adult	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Great Grandparent	<input type="checkbox"/> Great-aunt	<input type="checkbox"/> Great-uncle	<input type="checkbox"/> Other: _____
Have you ever applied for this program before?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Referred by					
Income	List the total MONTHLY income for the entire household. Include the sources (e.g., TANF, Social Security, employment, annuities, and any other money) in the tables below.				

II. Child(ren) Provide the following information concerning the child(ren) on whose behalf you are applying for the subsidy. Use additional sheets if necessary.

Name (last, first, middle)	Date of Birth	Gender	Monthly Income	Source of Income

III. Other individuals You must provide the following information for EVERY INDIVIDUAL RESIDING IN YOUR HOME other than yourself and the child(ren) for whom you are applying.

Name (last, first, middle)	Date of Birth	Gender	Monthly Income	Source of Income	Relationship to Applicant

IV. Attachments

Please ensure that you have attached each of the following documents to this application:

<input type="checkbox"/>	1. Proof that I am the child's grandparent, great-grandparent, great-aunt or great-uncle (please see the above Instructions for guidance).
<input type="checkbox"/>	2. Proof that I am the child's primary caretaker (please see the above Instructions for guidance).
<input type="checkbox"/>	3. Completed applications for Child Protection Register checks for each adult who resides in my home.
<input type="checkbox"/>	4. Proof that I applied for TANF benefits on behalf of the child through the District of Columbia Department of Human Services, Income Maintenance Administration.
<input type="checkbox"/>	5. Proof of household income (i.e., proof of the income of every individual who resides in my house).
<input type="checkbox"/>	6. Proof that I reside in the District of Columbia (e.g., your lease or a bill coming to you at your home address).
<input type="checkbox"/>	7. I have also called the GCPP offices (202-442-6009) to schedule fingerprinting appointments for all adults residing in my home.

V. Attestations and Signature

1. Check all that apply:

<input type="checkbox"/>	The child(ren) does/do reside with me.
AND	
<input type="checkbox"/>	The child's parent does not reside in my home.
OR	
<input type="checkbox"/>	The child's parent resides in my home and I have provided proof that I have been designated as the child's standby guardian, or that the parent is a minor enrolled in school, or that the parent is a minor with a medically verifiable disability that prevents him/her from caring for the child.

2. The parents are unable to care for the child(ren) because (check all that apply for each parent):

	Parent 1		Parent 2
<input type="checkbox"/>	parent is deceased	<input type="checkbox"/>	parent is deceased
<input type="checkbox"/>	parent is incarcerated	<input type="checkbox"/>	parent is incarcerated
<input type="checkbox"/>	parent is seriously ill	<input type="checkbox"/>	parent is seriously ill
<input type="checkbox"/>	parent is on active military assignment	<input type="checkbox"/>	parent is on active military assignment
<input type="checkbox"/>	parent is not caring for the child because of allegations of abuse or neglect	<input type="checkbox"/>	parent is not caring for the child because of allegations of abuse or neglect
<input type="checkbox"/>	parent has not been involved with, has abandoned, or has voluntarily relinquished custody of the child	<input type="checkbox"/>	parent has not been involved with, has abandoned, or has voluntarily relinquished custody of the child

By signing below, I solemnly swear or affirm under penalty of perjury that the statements I have made or information I have provided on and in connection with this form are true and accurate to the best of my knowledge and belief. I understand and acknowledge that if I knowingly make any statement or provide any information that is false, I will be subject to criminal penalties.

Applicant Name (Printed)

Applicant Signature

Date



CPR Tipsheet

Top Tips for Getting CPR Check Results Back Quickly



1. USE THE CORRECT APPLICATION

CFSA updates the CPR application generally once a year. The latest application is always posted on the CFSA website. Go to <https://cfsa.dc.gov/service/child-protection-register-cpr> to get a copy of the most current application.



2. TYPE THE APPLICATION

The applications are fillable forms that can be downloaded and typed into. The application should be typed, not handwritten. If you must print it and handwrite it, print clearly in block lettering. If the handwriting is not clear, results may be delayed.



3. CHECK THE BOX FOR NEW OR RENEWAL APPLICATION

It's important to check the right box: either *NEW REQUEST* (the applicant does not have a CPR clearance on file with this requestor) and include the employment start date/date needed or *RENEWAL REQUEST* (the applicant has a CPR clearance on file with this requestor) and include the date of the last CPR clearance.



4. DOUBLE-CHECK THE APPLICATION

Make sure the application is filled out completely – don't leave anything blank. Forms are returned if incomplete, incorrect or the handwriting is not clear. Forms don't have to be notarized anymore, but the applicant must sign it and provide a government-issued photo ID.



5. ADD THE REQUIRED NUMBER OF YEARS OF ADDRESSES

DC law requires applicants for employment, back-up caregivers, adult household members, and subsidy recipients to provide addresses going back five (5) years. Applicants for foster care or adoption must list District of Columbia addresses going back to 2002.



6. NAME THE FILE CORRECTLY

CFSA receives thousands of applications each month and we track them by applicant name. It's important that the form is saved with the correct filename format including the submission date:

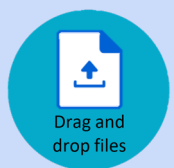
- Name the application as "firstname_lastname_app_date" and "firstname_lastname_ID_date"
- Name a combined application and photo ID as "firstname_lastname_app_ID_date"

Do not put periods, punctuation or special characters in the file name.



7. SUBMIT THE APPLICATION BEFORE THE PRIOR CLEARANCE EXPIRES

Submit renewal requests 45-60 days prior to the expiration date of the last clearance. Know your renewal period. DC renewal terms are: three (3) years for childcare providers, two (2) years for educators and youth workers, one (1) year for adoption, foster care and subsidy recipients, or as otherwise designated by law, regulation or contract terms.



8. SUBMIT THE APPLICATION ONLINE

CFSA no longer accepts mailed, faxed or hand delivered applications. Submit applications and a copy of a photo-ID by uploading them to a secure portal at <https://cfsa.dc.gov/service/child-protection-register-cpr>.

Results are sent to the requestor by encrypted email. The encrypted email link will expire 30 days after it is sent. Please check the email junk or spam folder if you have not received the results within 14 days for new hires or 45 days of the request date for others.

For questions, call the CPR Unit main number at 202-727-8885 or email cfsa.cpr@dc.gov.
Calls and emails will be monitored and responded to within 24 hours or the next business day.



DC Child Protection Register (CPR) Check Request Instructions

EMPLOYEES, CONTRACTORS, VOLUNTEERS, INTERNS, STUDENT TEACHERS, COACHES AND OTHERS WORKING IN THE DISTRICT'S TRADITIONAL OR CHARTER PUBLIC SCHOOLS SHOULD USE FORMS AND FOLLOW INSTRUCTIONS SPECIFIED BY THE SCHOOL'S RECRUITMENT AND HIRING OR HUMAN RESOURCES POINT OF CONTACT.

A DC CPR check is done to determine if an individual has a record of substantiated abuse or neglect of a child *that occurred in the District of Columbia only*. A CPR check is a civil, not criminal, check. CPR results are NOT part of any national registries and must be checked separately in each jurisdiction where the applicant lived or worked.

- ▶ To request a local police clearance for the District of Columbia, please visit <https://mpdc.dc.gov/node/187552>.
- ▶ For information about the Sex Offender Registry, visit: <https://mpdc.dc.gov/service/sex-offender-registry>.
- ▶ Requests from a state child welfare agency outside of the District of Columbia, for the history of a family previously living in the District of Columbia, may call **202-671-SAFE**.



- **Get the current application** from the employer or child placing agency or download a copy of the application form online at <https://cfssa.dc.gov/service/child-protection-register-cpr>.
- Don't use photocopies of the form; it is updated regularly and old forms may not be accepted.



- **Applications may be returned if they are not legible or completely filled out.** Typed forms are preferred. If you hand write the form, use block lettering.
- Don't leave any blank spaces: write "no middle name" if you don't have one, or if a middle name is an initial only, write "initial only." If the question is not applicable, write "N/A".



- **Applications will be returned if less than the required years of addresses are provided.**
- DC law requires applicants for employment, back-up caregivers, adult household members, and subsidy recipients to provide five (5) years of address history. Applicants for a foster care, kinship or adoption license must list District of Columbia addresses going back to 2002.



- **Applicants must sign the form** to give consent for CFSA to release results to the authorized requestor.
- **Applications won't be processed if an ID is not provided.** A color copy of a government-issued, photo identification must be submitted with the application in order to verify the applicant's identity. Only submit the front, the back of the ID is not needed.



- **Applications are submitted online** via secure file upload at <https://cfssa.dc.gov/service/child-protection-register-cpr> (mailed, faxed and hand delivered applications are no longer accepted).
- Applications may be scanned or photographed with a cell phone or digital camera and submitted online.
- Name application in this format: firstname-lastname-app-submission-date (e.g., John-Doe-App-10-15-2021)



- **CPR check results are not transferrable** and can't be shared from one requester/employer to another.
- Results of CPR self-checks **may not** be used for employment purposes.
- Anyone who provides false information may be subject to fines.



- Submit applications within 30 days of being filled out to make sure the information is up to date.
- Results are provided within 45 days for renewal, 14 days for first-time checks, expedite requests are considered on a case-by-case basis.
- **Results are sent by encrypted email and will expire after 30 days; don't wait to open the email.**

Submit renewal requests 45-60 days prior to the expiration date of the last clearance. Know your renewal period. DC renewal terms are: three (3) years for childcare providers, two (2) years for educators and youth workers, one (1) year for adoption, foster care and subsidy recipients, or as otherwise designated by law, regulation or contract terms.

QUESTIONS? Contact the CPR unit at **202-727-8885** or **CFSA.CPR@DC.GOV**, 8:30 AM–4:30 PM Monday through Friday



DC Child Protection Register (CPR) Check Request Application

This is a "fillable" PDF form. Download it on your computer, save it with applicant name and submission date: "John-Doe-App-10-01-2021" (no periods, punctuation, special characters or spaces in the file name). Type this form. If you print it and handwrite, print clearly in block lettering. Forms are returned if incomplete, incorrect or the handwriting is not clear.

I. THE REQUESTOR COMPLETES THIS SECTION

<input type="checkbox"/> NEW REQUEST (The applicant does not have a CPR clearance on file with this requestor)	Date Needed	
<input type="checkbox"/> RENEWAL REQUEST (The applicant has a CPR clearance on file with this requestor)	Date of Last Results	

Please call 202-727-8885 or email cfsa.cpr@dc.gov for special circumstances needing expedited results.

Request Purpose: Check Only One (if unsure, contact the CPR office at 202-727-8885 or cfsa.cpr@dc.gov)	
Employment	<input type="checkbox"/> Employment suitability determination (employee/contractor/sub-contractor/volunteer/fellow/intern)
Child Welfare	<input type="checkbox"/> Adoption/Guardianship/Foster Care/Kin Care <input type="checkbox"/> Household Member or Back-Up Caregiver
	<input type="checkbox"/> Grandparent/Relative Caregiver Program Subsidy <input type="checkbox"/> Investigation, Court, Custody Determination
Self-check	<input type="checkbox"/> Personal Use (may not be used for employment, child welfare or licensing purposes)

Contact Name/Title			
Organization Name			
Requestor Address			
Requestor Phone #		Requestor Email	
If the employer has a contract/sub-contract with a DC Gov't agency, list the agency here			

Results are sent to the requestor by encrypted email. The encrypted email link will expire 30 days after it is sent. Please check the email junk or spam folder if you have not received the results within 14 days for new hires or 45 days of the request date for others.

II. THE APPLICANT COMPLETES THIS SECTION

Last Name (include suffix if applicable)		First Name		Middle Name (type "no middle name" if none)	
Preferred Phone Number		Email Address			
	Home	Work	Cell		
Date of Birth (MM/DD/YYYY)	Social Security Number (or USCIS/Alien Registration #)			Sex (on birth certificate)	
				Male	Female
Other Names Used and Type of Name (maiden name, previous married name, legal name change, nicknames, alias, etc.)					
Name		Type		Name	
Name		Type		Name	
Household Members (List spouse/partner and all children including adoptive, foster, step, students away at college, and adult children)					
Name (first name, middle name, last name)		Date of Birth		Relationship to Applicant	

RESIDENCY INFORMATION. List all addresses, and the start and end dates, to the best of your ability.

- ▶ **Applicants for employment purposes** working in DC must include all addresses of residence for the **last five (5) years**.
- ▶ **Back-up caregivers, adult household members, subsidy recipients** and **individuals requesting a self-check** living in DC must include all addresses of residence for the **last five (5) years**.
- ▶ **Applicants for adoption, guardianship, foster care, and kinship care** must provide *all District of Columbia* addresses **going back to 2002**, per the Improved Child Abuse Investigations Amendment Act of 2002, D.C. Law 14-206, § 4–1302.03.

To help remember your previous addresses, check the credit report bureaus (Equifax, Experian, TransUnion).

Street Address (Include Quadrant and Apt # if applicable)	City, State, Zip	Start – End Dates (MM/YYYY – MM/YYYY)
(EXAMPLE) 100 J Street NW, Apt. B	Washington, DC 20000	10/2016–present

APPLICANT CONSENT & IDENTITY VERIFICATION

I hereby confirm that I have provided complete and accurate information. I understand that if I knowingly provide incomplete or false information, I may be subject to fines. I consent and authorize the D.C. Child and Family Services Agency to provide the Requestor information about me that may be contained in the Child Protection Register (“CPR”).

Applicant Printed Name	Applicant Signature	Date
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☐ I will submit a color copy of the front of a government-issued, photo identification document with this application